

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Transportation Planner	DISTRICT/DIVISION/OFFICE 03/Division of Planning and Local Assistance/ System and Freight Planning	
WORKING TITLE System Planner	POSITION NUMBER 903-800-4768-	EFFECTIVE DATE July 2014

As a valued member of the Caltrans District 3 Transportation Planning team, you make it possible for the Department to provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the supervision of a Senior Transportation Planner and under the lead of an Associate Transportation Planner, you assist in the development of key System Planning Program products, particularly the Transportation Concept Reports (TCRs). You also provide other support services as needed for other District Planning Program components, such as Regional Planning, Intergovernmental Review (IGR), Goods Movement and Freight Planning, Project Initiation Document (PID) Work Program, and Capital Projects.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

- 45% (E) With lead guidance develop System Planning products using approved formats, including, but not limited to, the District System Management and Development Plan, Transportation System Development Plan, Corridor System Management Plans, Transportation Concept Reports, Corridor Studies, Goods Movement Plan, and Special Studies.
- 25% (E) Under guidance, develop, maintain, and periodically circulate to key staff work plans for the delivery of System Planning products, showing the key milestone delivery dates, and prepare any quarterly reports required by Headquarters within the specified timeframes; organize and conduct "kick-off" meetings when starting or performing major updates of System Planning products; coordinate the internal and external review process for draft System Planning products, including the maintenance of summary spreadsheets showing the disposition of all comments received on each draft System Planning product update; maintain files for each project and major activity, following prescribed procedures, including written records regarding correspondence, conversations, meetings, and other information pertinent to providing adequate tracking of District actions

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regarding specific projects; and maintain an accurate and current System Planning web site on both the intranet and internet, in coordination with the Division web-master and other involved staff.

- 20% (E) Participate in other activities which contribute to the Department's mission and goals, including, but not limited to, transit planning activities, regional liaison work, aeronautics planning activities, air quality/climate change planning activities, the development and implementation of new technologies through the Intelligent Transportation Systems program, the California Transportation Plan, bicycle and Complete Streets planning, goods movement and freight planning, Native American coordination, internet and intranet web pages update and maintenance activities, the District 3 Project Initiation Document program, and/or the Park and Ride program.
- 5% (E) Provide direct assistance, participation, and input to specific major regional transportation planning projects, such as the Regional Transportation Plan, Overall Work Plan, major investment studies, and other regional transportation planning activities.
- 5% (M) Develops maps using GIS for inclusion into System Planning products.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of: The planning process and general practices of transportation planning; research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques; the Department's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; and sources of funding transportation programs.

Ability to: Gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work; perform all of the above and conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; and evaluate general planning proposals.

Analytical: Awareness and sensitivity to social, economic, and environmental conditions which affect transportation planning; ability to inspire the confidence of others; ability to further the recognition of the Department as a multimodal transportation organization.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Transportation Planners do not transmit formal comments from the District without the approval of their supervisor. Transportation Planners represent Caltrans when communicating with our

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local transportation partners. Such representation often must occur without the opportunity to consult with your supervisor.

Failure to properly complete assigned tasks could result in project delays that might create delays through the project development process and potentially cause increased costs or the loss of the project.

PUBLIC AND INTERNAL CONTACTS:

Transportation Planners independently confer with the staff of local agencies (e.g.; cities and counties), consultants, and other Caltrans staff.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT:

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may have to occasionally travel to offices and field locations throughout District 3.

I have read, and understand the duties listed above. If you believe you may require accommodation, please discuss this with your hiring supervisor.

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE